

JOB DESCRIPTION
STREET DEPARTMENT
ADMINISTRATIVE SUPPORT SPECIALIST

1. **JOB TITLE:** Administrative Support Specialist
2. **DEFINITION:** The position of Administrative Support Specialist requires an individual who is capable of exercising good judgment and possesses secretarial skills, the personal disposition and the psychological qualities generally required of people who work well with the public and other employees. This is an entry to mid-level position. The employee will be responsible to the Director of the Street Department. All employees are responsible to the City Manager. This position is classified as Non-Exempt for the purpose of the Fair Labor Standards Act, as having no significant occupational exposure to bloodborne pathogens and as Non-Safety Sensitive; the employee will be subject to reasonable suspicion, post-accident, return to duty and follow-up drug and alcohol testing.
3. **EQUIPMENT AND JOB LOCATION:**
 - a. An Administrative Support Specialist must be capable of operating a personal computer with the most current operating system, software to include Microsoft Word, Excel and Access, typewriter, 10-key calculator, facsimile machine, multi-line telephone system, two-way radio and miscellaneous office equipment and accessories customarily used in an office environment
 - b. This job is located in the Street and Sign Department. Work is generally performed indoors and in a smoke-free environment.
4. **ESSENTIAL FUNCTIONS OF THE JOB:**
 - a. Maintains personnel files and records of the Street and Sign Department, which includes maintaining an up to date copy of the City of Murfreesboro Employment Handbook, personnel employment records, leave records, weekly time records, Commercial Driver's License records.
 - b. Prepares and types correspondence and reports, maintains files and reports, and answers incoming calls for the Street and Sign Department and for the Director. Prepares and types department correspondence for public utility inspection personnel.
 - c. Prepares and maintains invoices for annual Street Paving Contracts and the annual Storm Drainage and Concrete Contract. Prepares all bid information concerning annual contracts.
 - d. Prepares and calculates all invoices with the assigned purchase order number, maintains all purchasing records and files, maintains purchase order books assigned to the department.
 - e. Keeps ledger of Right-of-Way permit bond deposits and refunds, invoices utility companies and sends notices of deposit refund eligibility to the City's accounting department, and mails refunds to contractors found to be in compliance.
 - f. Maintains department files on the State Maintenance Contract for state routes. This includes collecting information needed for invoicing for street repairs, street marking, street sweeping and grass mowing.
 - g. Orders all supplies needed for the administrative and mechanical divisions of the department. This includes office supplies, maintenance supplies, operation and building supplies and various inventory supplies which includes signs.
 - h. Provide minutes and or summaries of various meeting when called by Director.

- i. Types and mails monthly State Maintenance Invoice to the State of Tennessee.
- j. Maintains department files and records related to department Work Orders and Action Response Reports.
- k. Receives and processes complaints regarding road conditions, hazards, repairs, and debris.
- l. Maintains copies of information of public importance on front counter.
- m. Maintains employee and public service bulletin boards with current information and announcements.
- n. Receives/sends facsimile transmissions.
- o. Communicate daily on two-way radio with other department employees.
- p. Sits, stands, stoops and walks intermittently.

5. ADDITIONAL EXAMPLES OF WORK PERFORMED:

- a. Perform other duties and special projects as assigned.
- b. Deposits correspondence/documents to other departments.
- c. Deposits outgoing and in-house mail in proper receiving bins.

6. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- a. Must be at least 21 years of age.
- b. High School diploma or equivalent required, college degree preferred.
- c. Two (2) years prior secretarial experience required.
- d. Must have legal authorization to work in the United States.
- e. Must possess a driver's license valid in the State of Tennessee and the ability to safely operate a motor vehicle.
- f. Must maintain automobile liability insurance on vehicle used to perform job duties for City of at least \$100,000 single limit, or such other amount as citywide policies may require in the future.
- g. Possesses the ability to perform the duties of the position for any entire workday and possesses the ability to perform occasional overtime.
- h. Possesses the ability to report for work on time and perform job responsibilities in a timely manner in order to meet scheduled deadlines.
- i. Possesses excellent typing skills of at least 60 wpm.
- j. Possesses good judgment and excellent human relations skills with the ability to communicate effectively with the public, elected officials, department heads, and other employees of the city.
- k. Possesses good working knowledge of personal computer, the most current edition of Microsoft Windows operating system and office programs with emphasis on Word, Access and Excel, photocopying machines, multi-line telephone and inter-office communication systems, facsimile machine, and ability to use same accurately and efficiently.
- l. Possesses physical and mental ability to work independently and accurately.
- m. Possesses excellent communications skills, both written and oral.
- n. Ability to concentrate and accomplish tasks despite interruptions.

Non-Safety Sensitive

Non-Exempt

August 15, 2005